



Department of Health

Three Capitol Hill
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**STATE OF RHODE ISLAND
CENTER FOR PROFESSIONAL BOARDS AND COMMISSIONS
BOARD OF EMBALMERS, FUNERAL DIRECTORS,
AND FUNERAL SERVICE ESTABLISHMENTS**

**ROOM 205
3 CAPITOL HILL
PROVIDENCE, RHODE ISLAND**

**WEDNESDAY, DECEMBER 21, 2016
1:00 P.M.**

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

Mary Bray
John Gallogly
Thomas M. Norato
Catherine Tattrie

STAFF MEMBERS IN ATTENDANCE

Linda L. Esposito, Board Manager
Sarah Harrigan, Chief

STAFF MEMBER ABSENT

Andrew J. Correia, Inspector

1. Establishment of a Quorum

A meeting of the Rhode Island Board of Embalmers, Funeral Directors, and Funeral Service Establishments was held on Wednesday, December 21, 2016 at the Rhode Island Department of Health, Room 205, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 1:05 p.m. on a motion by Catherine Tattrie, and seconded by Thomas Norato. Motion carried.

2. Presentation of the September 21, 2016 Open Session Meeting Minutes

A motion was made by Catherine Tattrie, and seconded by Mary Bray, to accept the Open Session minutes for the Rhode Island Board of Embalmers, Funeral Directors, and Funeral Service Establishments for September 21, 2016. Motion carried.

3. Board Manager Report

Board Manager, Linda Esposito, advised that Board Member, William McElroy, passed away on December 5, 2016. Thomas Norato requested a moment of silence in memory of Mr. McElroy.

4. New Business

- Chief, Sarah Harrigan, reviewed with the Board a proposed change to the statute that would remove the requirement that any complaints filed with the Department must be notarized. Thomas Norato also proposed a statute change reducing the requirement for inspections from twice a year to once a year.
- Board Members reviewed continuing education programs submitted by The Conference for approval. A motion was made by Catherine Tattrie, and seconded by John Gallogly, to approve all programs submitted. Motion carried.
- Board Members reviewed continuing education programs submitted by Matthews International for approval. A motion was made by Thomas Norato, and seconded by Catherine Tattrie, to approve all programs submitted. Motion carried.

5. Old Business

- None for this meeting.

6. Adjourn to Closed Session

A motion was made by Catherine Tattrie, and seconded by Mary Bray, to adjourn to Closed Session at 1:20 p.m. Pursuant to Sections 42-46-4 and 42-46-5(a)(4) of the Rhode Island General Laws, for investigatory proceedings regarding allegations of civil or criminal misconduct. Motion carried.

7. Return to Open Session

A motion was made by Catherine Tattrie, and seconded by Mary Bray at 2:50 p.m. to re-open the Open Session and to seal the Minutes of the Closed

Session pursuant to Sections 42-46-4, 42-46-5 and 42-46-7 of the Rhode Island General Laws. Motion carried.

8. Final Actions on all votes taken in Closed Session

One (1) case Administratively Closed
Two (2) cases to be issued a Revocation

9. Adjournment

The next Rhode Island Board of Embalmers, Funeral Directors, and Funeral Service Establishments meeting will be held on **Wednesday, March 15, 2017, at 1:00 p.m.** at the Rhode Island Department of Health, Conference Room 205, 3 Capitol Hill, Providence, RI 02908. A motion was made by John Gallogly and seconded by Thomas Norato, to adjourn at 2:55 p.m. Motion carried.

Respectfully submitted,

Linda L. Esposito
Board Manager
State of Rhode Island
Center for Professional Boards and Commissions
Board of Embalmers, Funeral Directors,
and Funeral Service Establishments